

UNITED STATES MARINE CORPS
Financial Management School
Marine Corps Combat Service Support Schools
PSC Box 20041
Camp Lejeune, North Carolina 28542-5050

AFC 0302
DEC 1999

STUDENT OUTLINE

AUDIT DEPOSIT TICKETS

TERMINAL LEARNING OBJECTIVE:

Given deposit tickets and the reference, audit deposit tickets to ensure accuracy and completeness prior to submission for certification in accordance with the DODFMR, Vol. 5. (3432.04.13)

ENABLING LEARNING OBJECTIVES:

(1) Given a simulated situation involving public funds, subsidiary records, a calculator, and the reference, audit the public funds for correctness prior to deposit in accordance with the DODFMR, Vol. 5. (3432.04.13a)

(2) Given a simulated situation involving deposits of public funds, subsidiary records, a calculator, and the reference, audit the deposits for correctness in accordance with the DODFMR, Vol. 5. (3432.04.13b)

1. TYPES OF PUBLIC FUNDS:

a. Deposit Funds: Deposit funds are amounts appropriated by the Congress and held in a general deposit fund by the U.S. Treasury subject to disbursement by disbursing officers of the United States.

(1) All check payments made by Marine Corps disbursing officers are made under these deposited funds held by the Treasury.

(2) Disbursing Officers may make a check payable to themselves to obtain cash from these deposited funds by the use of an Exchange-for-Cash (Disbursement) check.

b. Cash Funds: Cash funds when approved by the Commanding Officer may be held at personal risk, for making necessary or desirable cash payment of payrolls and vouchers.

(1) Cash funds are only to be used when required for official disbursements, that can't otherwise be paid by check.

(2) Disbursing Officers not requiring cash or a lesser amount of cash for official disbursements will not maintain a cash balance above what is required and will deposit all excess immediately.

2. TYPES OF NEGOTIABLE INSTRUMENTS:

All funds received/collected by the Disbursing Officer or agents, which are not required for current disbursing operations, and including all checks and other negotiable instruments, will be deposited with a general depository. These negotiable instruments are:

- a. Cash
- b. Checks
- c. Drafts
- d. Money Orders, Traveler's Checks etc.

3. FREQUENCY AND TIMELINESS OF DEPOSITS:

a. Deposits will be made on a **daily** basis if the volume of receipts is **\$5,000.00 or more**.

b. If daily receipts are less than **\$5,000.00**, they may be held until the total of all receipts equals **\$5,000.00**.

c. Deposits shall be made by Thursday of each week, regardless of the amount accumulated.

d. Deposits should be limited to one per day. However, cash and checks will not be combined on one Standard Form 215 when depositing with a Federal Reserve Bank or Branch. A separate Standard Form 215 will be prepared for each. A cash deposit and a check deposit on the same day constitute one deposit per day.

e. Deposits made over the counter at commercial banks must always show the bank's business day at the time of deposit in block (2) of the Deposit Ticket (SF 215).

f. All DOs in the U.S. shall deposit Treasury checks in the sum of \$5,000 or more with the nearest FRB or branch.

4. ENDORSEMENT FOR DEPOSIT:

a. Checks Deposited at General Depository: All checks, drafts and money orders in payment of an obligation due the United States, will be endorsed on the back of the instrument in the 1 1/2 inch space along the trailing edge as follows:

U.S. (Component) DSSN 8190
For credit to the
U.S. Treasury

October XX, 19XX

(NOTE: THE DATE MUST CORRESPOND WITH THE BANK'S BUSINESS DATE.)

(1) All deposits must be accompanied by a Deposit ticket (SF 215), and an adding machine tape or other listing, showing each individual check and total amount of the deposit.

b. Checks deposited to Federal Reserve Bank or Branch:
(050202) U.S. Treasury check deposits in excess of \$5000.00 and all cancelled Treasury checks must be deposited with a Federal Reserve Bank or Branch. They will be endorsed on the back in the 1 1/2 inch space along the trailing edge as follows:

00008190-6
For credit to the
U.S. Treasury

October XX 19XX

(1) The blank at "DSSN" should contain the Cash Link Identification Number, which includes four zeroes, the DSSN, a hyphen, and a check digit.

(2) All deposits must be accompanied by a deposit ticket (SF 215) and an adding machine tape or other listing, showing each individual check and total amount of the deposit.

5. DEPOSIT TICKET (SF 215) PREPARATION AND DISTRIBUTION:

a. General Knowledge.

(1) Deposit tickets are 5 part, pre-numbered forms.

(2) The deposit ticket will be typed with an ANSI-OCR - A 10-pitch type. If unavailable, PICA 10 pitch should be used, An undesirable, but acceptable type font is ELITE 12 pitch. Specialty types such as adjutant, courier, script etc. are not acceptable.

(3) The Standard Form 215, Deposit Ticket will be prepared as follows:

(a) Deposit Number: Each form contains a 6 digit deposit ticket number. Although pre-numbered it is not necessary to account for voided or spoiled forms, nor is it necessary to utilize the forms in strict sequence.

(b) Date Presented or Mailed to Bank: Type the date that the document is mailed or presented to the depository. The date will consist of 2 digit single spaced groups in month, day, and year order, separated by hyphens and zero filled for single dates.

(c) Eight Digit Agency Accounting Station Code or Four Digit Disbursing Office Symbol: Type the nine digit CIN for deposits to an FRB or branch, or the four digit DSSN for

deposits to general depositories. Entries shall be left justified and single-spaced.

(d) Amount: Type the total amount of the deposit, including cents. Normal punctuation of commas and decimal points shall be used, however, dollar and cent signs shall be omitted.

(e) Date Confirmed by Bank: **Leave blank**. To be completed after confirmed copy is received from the depository.

(f) Agency Use: This block may be used to enter descriptive data regarding the deposit such as : Prepared by ; Verified by or Deposited by _____; with the applicable initials of the person who performed these tasks.

(g) Name and Address of Depository: Type the name and address of the depository to which the SF 215 is mailed or presented.

(h) Depository Certification: **Leave blank**. The depository will complete this block.

(i) Depositor's Title, Department or Agency and Address: Type the complete mailing address of the disbursing activity in this block. For the purposes of this period of instruction the address utilized will be: *Disbursing Officer, 7th FSSG, FMF, Camp Lejeune, NC. 28542-5050*

(4) The original, depository, and confirmed copies of the SF 215 are submitted to the depository along with the funds being deposited.

(5) The confirmed copy will be returned after the deposit is made and will **always** be submitted with the original financial returns, however **if** the confirmed copy **has not** been received from the depository, the memorandum copy will be submitted to the DFAS as part of the original financial returns.

(6) The agency copy is retained by the Disbursing Officer for his retain records, after inserting the confirmed date.

PRACTICAL APPLICATION: